ASISTS
Automated Safety Incident Surveillance Tracking System

INSTALLATION GUIDE

Version 1.0

June 1998

Installation Information

This package was created using Kernel V. 8.0 and VA FileMan V. 21.0 and requires the following external software:

| | Minimum |
Package Name	Required Version
VA FileMan	21.0
Kernel	8.0
MailMan	7.1
PAID	4.0

PRE-INSTALLATION

During the installation, you will need to assign a coordinator for mail groups. In most cases, your Safety Officer would be a good choice. See Mail Groups, page 2, for more information.

Users do not need to be off the system during installation since this is a first time installation of this package and it does not impact other VISTA software.

INSTALLATION

Sign into the area where you intend to install the package. Make certain your DUZ variable is set to a valid user number and DUZ(0) equals "@". Load the KIDS build, OOPS1_0.KID, using the Load a Distribution option.

On the KIDS menu, under the Installation menu, use the Verify Checksums in Transport Global option and verify that all routines have the correct checksums.

From the Installation menu, use the Install Package(s) option. Enter *ASISTS 1.0* at the "Select INSTALL NAME" prompt and proceed with the install. See an example of a virgin installation on page 4.

POST INSTALLATION

Move the OOPS* routines onto all your systems, if applicable.

Use the KIDS Build File Print option under the Utilities menu if you wish to obtain a complete listing of package components (e.g., routines and options) sent with this Distribution file.

Use the KIDS Install File Print option under the Utilities menu if you wish to print out the results of the installation process.

Journaling of the ^OOPS global is not required.

Electronic Signature

Supervisors (includes voluntary supervisors), employees, and safety officers will be using an electronic signature to sign their portion of either the 2162, CA-1, or CA-2.

Menu Option Assignment

Employee Health and AOD: Assign the menu ASISTS Employee Health Menu [OOPS EMP HEALTH MENU].

Supervisors: Assign the menu ASISTS Supervisor Menu [OOPS SUP MENU].

Employees: Assign the menu ASISTS Employee Menu [OOPS EMP MENU].

Safety Officer(s): Assign the menu ASISTS Safety Officer's Menu [OOPS SAFETY MENU].

Union Representatives: Assign the menu ASISTS Union Menu [OOPS UNION MENU].

Key Assignment

There are no keys associated with this software.

Mail Groups

Mail groups are created during installation. Each needs to be populated with members as described here:

OOPS EH: Members of this group should be persons from Employee Health and Infection Control (when available). Messages are sent to this mail group every time an incident involves Exposure to Body Fluids, Needlesticks, or Sharps.

OOPS INJURY: Members of this group should be Human Resources Management (generally compensation specialists) and the safety officer (if the safety officer wants to be notified every time a record is created). The bulletin, OOPS CASE, is sent to this group every time a record is created for an incident involving an injury or illness. The bulletin, OOPS EMPLOYEE, is sent to this group every time an employee signs a CA-1 or CA-2.

OOPS SAFETY: Members of this group are the safety officers for the site. This group receives a message when the supervisor completes and signs a VA Form 2162.

OOPS UNION: Members of this group are union representatives. This group receives a message when an accident record is created, when an employee signs off on a CA-1 or CA-2, and when a supervisor signs off on a CA-1 or CA-2.

Equipment
Printing of the CA-1 and CA-2 forms requires a Hewlett Packard laser jet, or compatible, PCL (Printer Control Language) Level 5.

Slave printer:
These are the terminal and device settings to slave from a PC that emulates a VT style terminal to an HP 3, 4, 5, or 6 with PCL 5. This will also work on a terminal if that terminal is a VT style and there is an HP 3, 4, 5, or 6 connected to it.

Settings for TERMINAL TYPE of P-SLAVE HP FORM

```
NAME: P-SLAVE HP FORM                RIGHT MARGIN: 256
  FORM FEED: #                       PAGE LENGTH: 1000
  BACK SPACE: $C(8)                  OPEN EXECUTE: W *27,"[5i"
  CLOSE EXECUTE: W *27,"[4i",!       OPEN PRINTER PORT: W *27,"[5i"
  CLOSE PRINTER PORT: W *27,"[4i",!
```

Settings for DEVICE of P-SLAVE-HP FORM

```
NAME: P-SLAVE-HP FORM                $I: 0
  VOLUME SET(CPU): PAY               QUEUING: NOT ALLOWED
  LOCATION OF TERMINAL: SLAVE PRINTER   SUPPRESS FORM FEED AT CLOSE: YES
  SUBTYPE: P-SLAVE HP FORM           TYPE: TERMINAL
```

Virgin Installation (example)

LOAD THE DISTRIBUTION

```
Select Installation Option: 1  Load a Distribution
Enter a Host File: OOPS1_0.KID

KIDS Distribution saved on Jun 01, 1998@11:27:21
Comment: ASISTS 1.0

This Distribution contains Transport Globals for the following Package(s):
    ASISTS 1.0

Want to Continue with Load? YES// <ret>
Loading Distribution...

   ASISTS 1.0
Use INSTALL NAME: ASISTS 1.0 to install this Distribution.
```

INSTALL THE PACKAGE

```
Select Installation Option: 6  Install Package(s)
Select INSTALL NAME: ASISTS 1.0            Loaded from Distribution  6/1/98@11:49:
42
     => ASISTS 1.0  ;Created on Jun 01, 1998@11:27:21

This Distribution was loaded on Jun 01, 1998@11:49:42 with header of
ASISTS 1.0  ;Created on Jun 01, 1998@11:27:21
It consisted of the following Install(s):
ASISTS 1.0

   ASISTS 1.0

Install Questions for ASISTS 1.0

Incoming Files:


    2260      ASISTS ACCIDENT REPORTING


    2261      ASISTS CHARACTERIZATION OF INJURY  (including data)


    2261.1    ASISTS BODY PARTS  (including data)


    2261.2    ASISTS CRITICAL TRACKING ISSUES  (including data)


    2261.3    ASISTS PERSONAL PROTECTIVE EQUIPMENT  (including data)


    2261.4    ASISTS SETTING OF INJURY  (including data)
```

```
   2261.5    ASISTS PURPOSE FOR USING SHARPS  (including data)


   2261.6    ASISTS OCCURRENCE OF SHARPS INJURY  (including data)


   2261.7    ASISTS DEVICE/EQUIPMENT  (including data)


   2261.8    ASISTS RESULTS  (including data)

Incoming Mail Groups:

Enter the Coordinator for Mail Group 'OOPS SAFETY': <Enter a Name>

Enter the Coordinator for Mail Group 'OOPS INJURY': <Enter a Name>

Enter the Coordinator for Mail Group 'OOPS EH': <Enter a Name>

Enter the Coordinator for Mail Group 'OOPS UNION': <Enter a Name>


Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES// NO

Enter the Device you want to print the Install messages.
You can queue the install by enter a 'Q' at the device prompt.
Enter a '^' to abort the install.

DEVICE: HOME// <Enter a Device>


 Install Started for ASISTS 1.0 :
               Jun 01, 1998@11:51:02

 Installing Routines:
               Jun 01, 1998@11:51:10

 Installing Data Dictionaries: ..
               Jun 01, 1998@11:51:21

 Installing Data:
               Jun 01, 1998@11:51:25

 Installing PACKAGE COMPONENTS:

 Installing BULLETIN

 Installing MAIL GROUP

 Installing OPTION
               Jun 01, 1998@11:51:43

 Updating Routine file...

 Updating KIDS files...

 ASISTS 1.0 Installed.
               Jun 01, 1998@11:51:48

Install Message sent #12345
```